Contents

Login to Forefront

A) Login to Forefront

    a. Go to https://forefront.education/ and click on Customer Login

    b. Enter your email address and click Continue

    c. Enter your password and click Continue

The gradebook should open up by default when logging in.
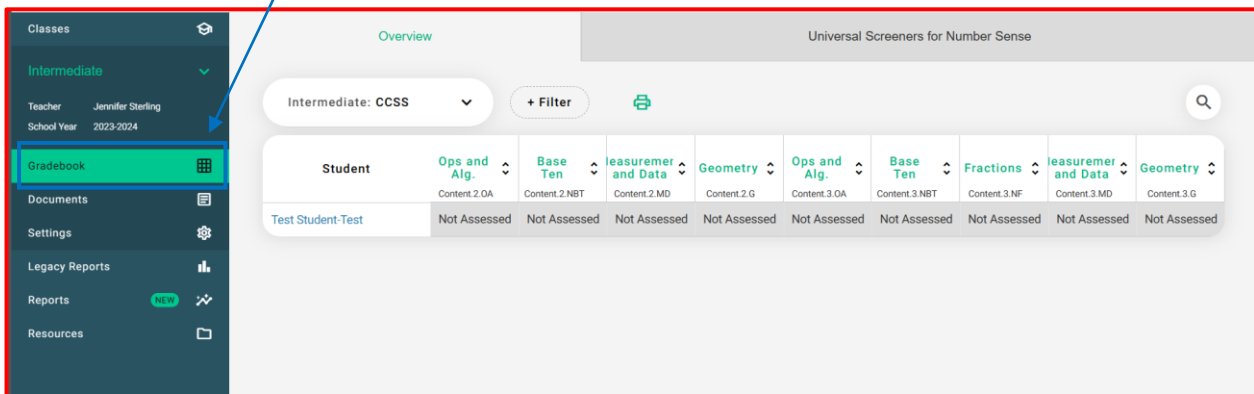
Student-level Data

1. Student Proficiency Wheel

B) Navigate to the appropriate Standards Overview page (also known as "the Donut")
    a. Click on the link for the appropriate student name
    b. Select Number Sense from the dropdown menu

Note that these tabs provide access to other history data related to this student

C) Click on Appropriate Skills and Concepts to View Specific Data
   a. Hovering over the wheel will show you information about that slice
   b. Click on the slice to show related assessments (and the date they were given)
   c. Click on an assessment to show related question titles (and the score given)
   d. Click on a question title to show complete question (and any related notes/documents)

Note that you may switch which student you are looking at with this dropdown menu

2. Assessment History

D) Navigate to the appropriate Assessment History page
   a. Click on the link for the appropriate student name
   b. Click on the Assessment History tab
   c. Select Number Sense from the dropdown menu

E)   Review history

Hovering over a cell will show additional information

Print this history

Assessment History

2023-2024

Intermediate

Number Sense ▾

Current standing as of 2023-2024

Numerals, Words, & Sequences	Addition and Subtraction within 20	Place Value	Problem Solving and Posing	Numerals, Words, & Sequences	Addition and Subtraction within 20	Place Value	Multiply and Divide	Fractional thinking	Problem Solving and Posing

Assessment	Date Taken	Standards Assessed		
Fall 2nd Grade Universal Screener for Number Sense - Clone	Nov 29, 2023	Numerals, Words, & Sequences	Addition and Subtraction within 20	Place Value
Fall 2nd Grade Universal Screener for Number Sense	Nov 21, 2023	**NumberSense.2.NWS** Reading and writing numerals and knowing the sequences both verbal and symbolic.	Addition and Subtraction within 20	Place Value

Imported Assessments

| Assessment	Date Taken	Standards Assessed																
Fall 1st Grade Universal Screener for Number Sense	Oct 30, 2023	Numeral ID	Forward Number Word Sequences	Count by Tens	Ones, Tens, and Hundreds	One to One Correspondence	Addition	Subtraction	Structures, Flexibility, and Fluency	Represent +/-	+/- within 20	Count to 120	Tens and Ones	Count to 100	Count from any number	Write numbers to 20	Count how many	Word problems	Fluency w/i 5	Ten ones + some more
Fall 1st Grade Universal Screener for Number Sense	Nov 2, 2023	Numeral ID	Forward Number Word Sequences	Count by Tens	Ones, Tens, and Hundreds	One to One Correspondence	Addition	Subtraction	Structures, Flexibility, and Fluency	Represent +/-	+/- within 20	Count to 120	Tens and Ones	Count to 100	Count from any number	Write numbers to 20	Count how many	Word problems	Fluency w/i 5	Ten ones + some more

Load Previous School Year

View previous years (when available)

3. Create a Growth Report (Compare Original vs Cloned Assessment results of a single student against state-wide results)
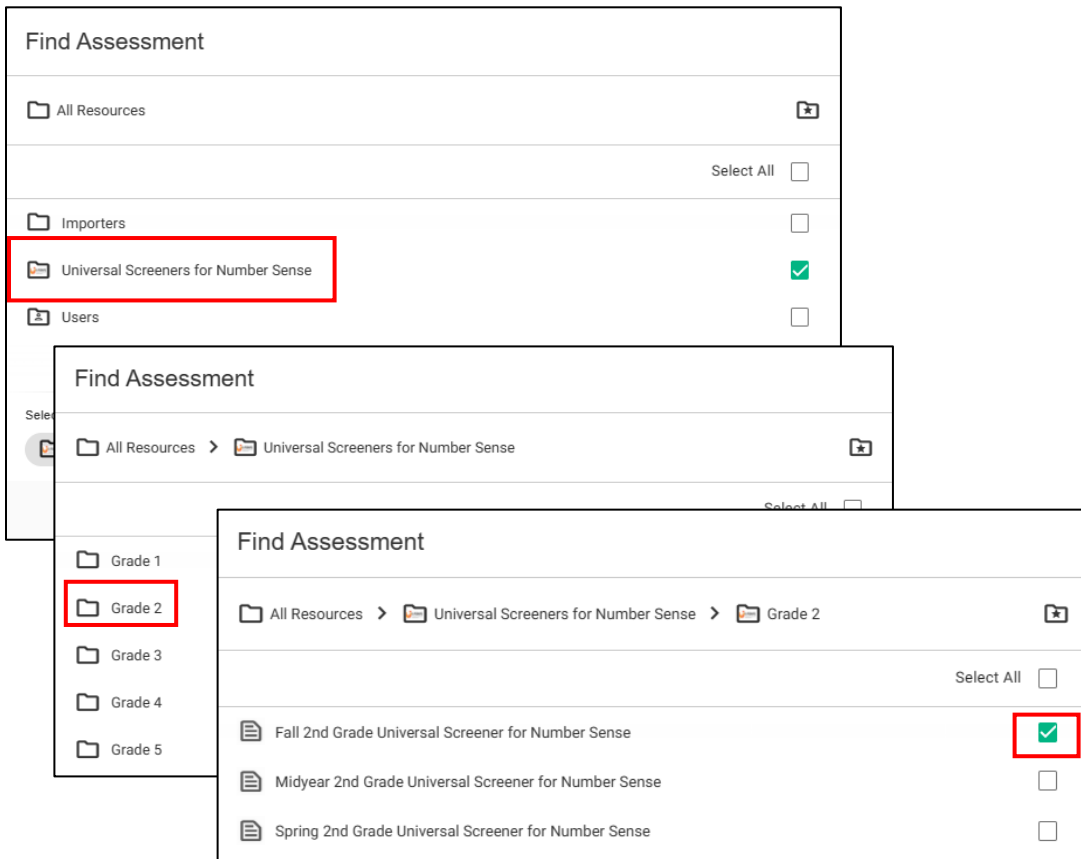
F) Create a New Report
    a. Click on the Reports tab
   b. Click on the button to Create New Report
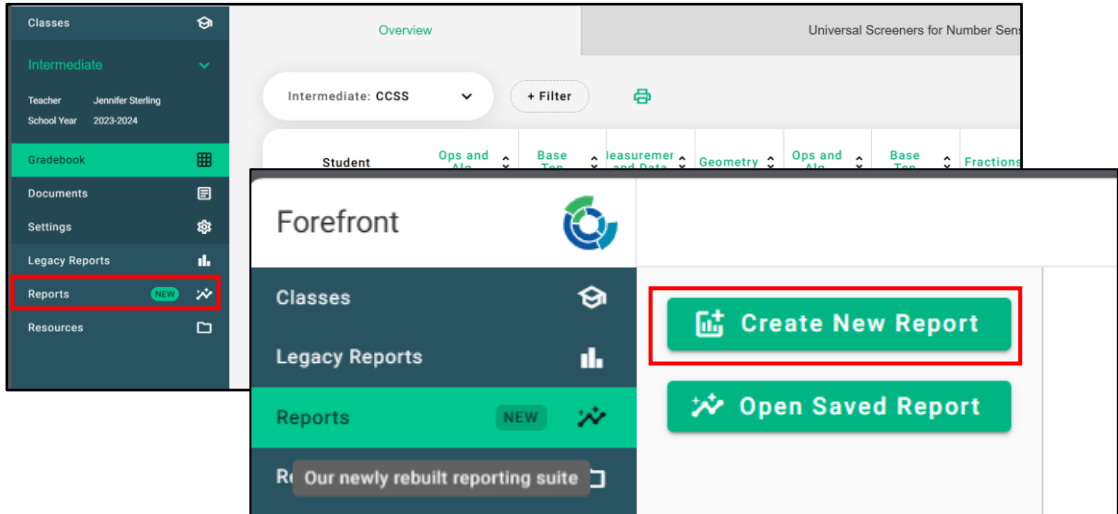
    c. Select the best option for the report you want to create
        i. For this example, we will be comparing USNS assessments for Grade 2 Fall (original and clone)
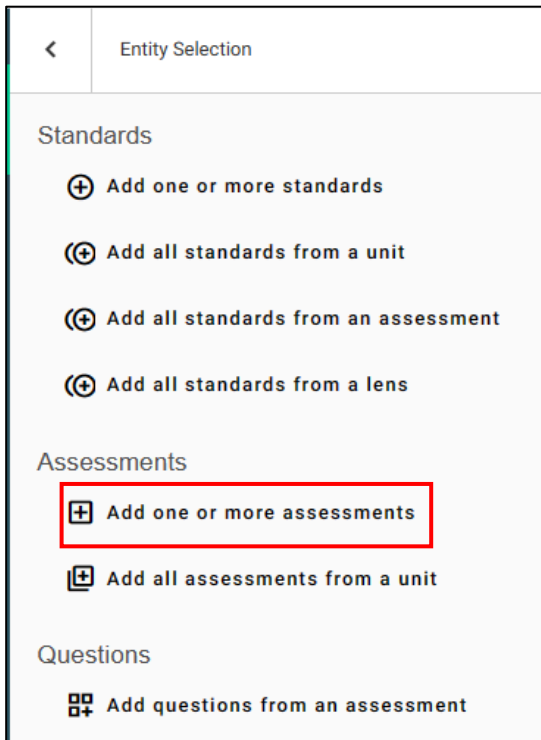
d. Click on folders to open them until you find the assessment you want to add
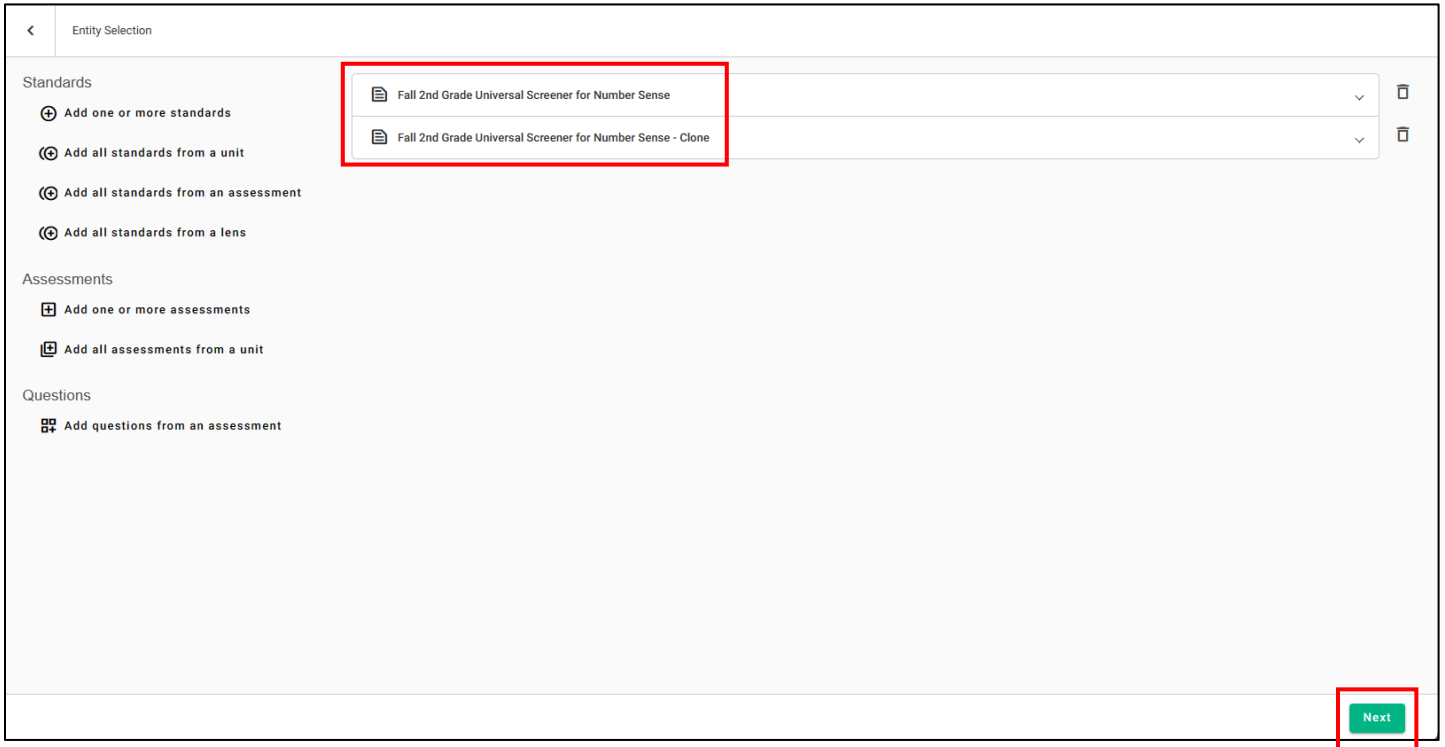e. Mark the checkbox to select it

f. Check that Selected resources shows what you want
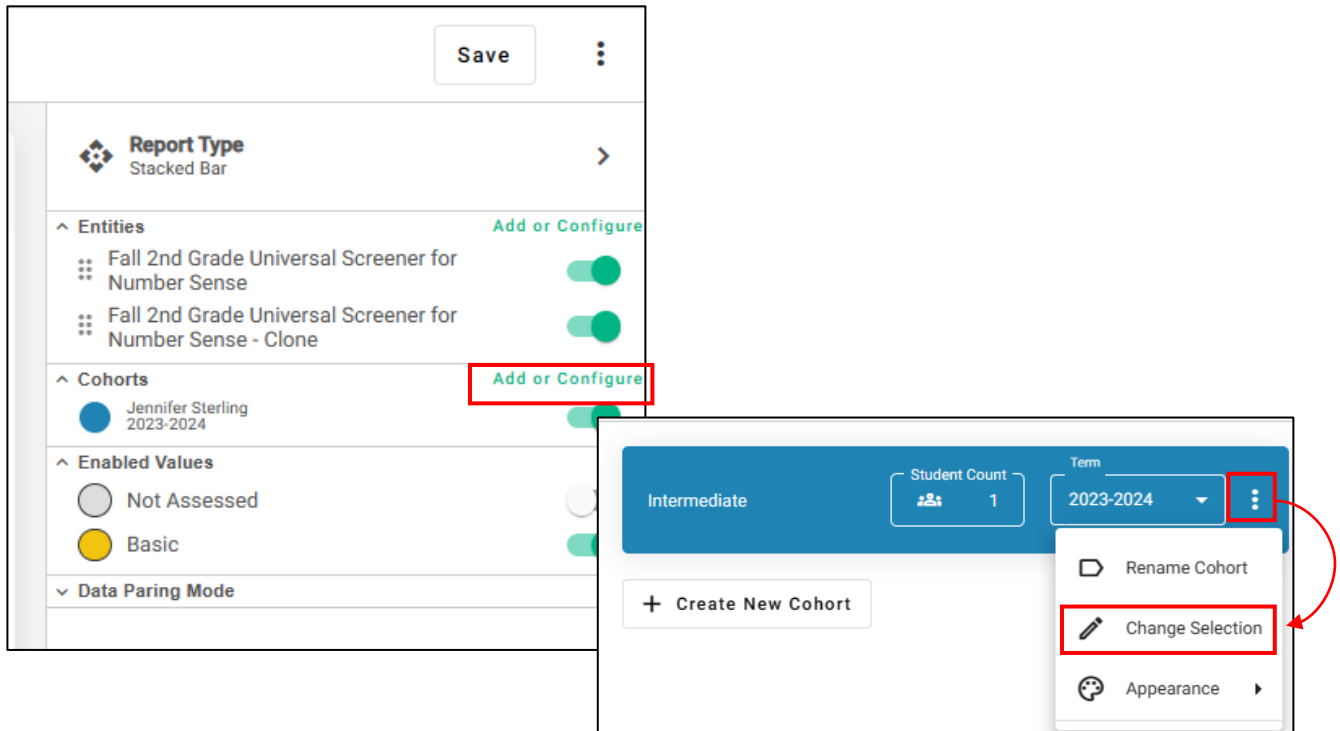g. Click Select to create your report
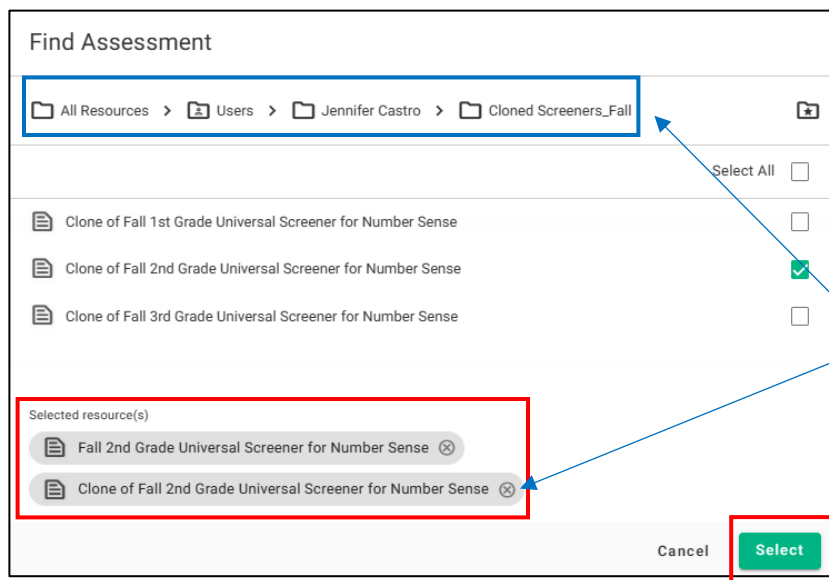
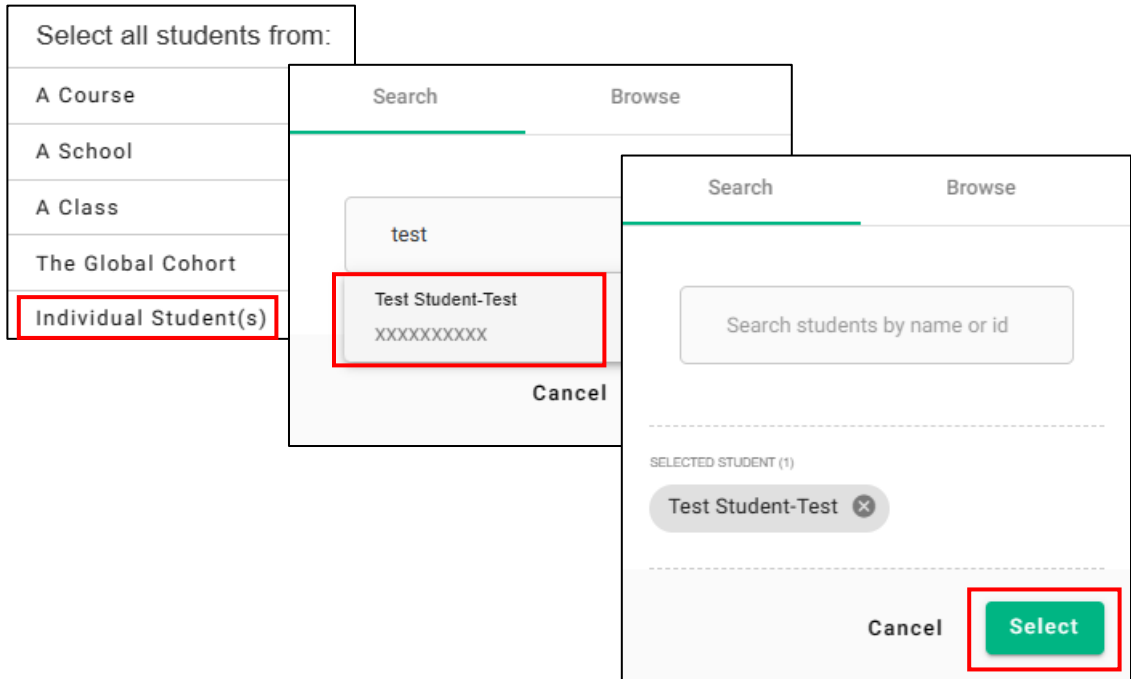Cloned assessments can be found in the User Directory for MC^2 MOST's Jennifer Castro

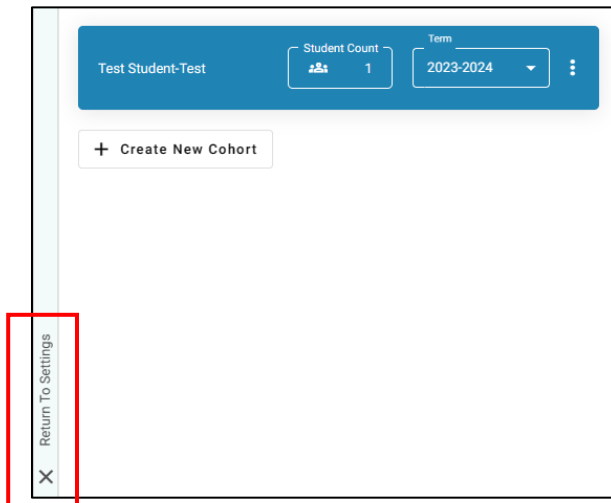h. Check once more that the right resources have been added
i. Click Next to proceed

j. In the Cohorts section of the right-hand menu, click Add or Configure
k. Select Change Selection from the dropdown menu

l. Click on Individual Student(s)
m. Type in name to search and select the appropriate student
n. Click Select to update the report

Select all students from:

A Course

A School

A Class

The Global Cohort

Individual Student(s)

Search | Browse

test

Test Student-Test
XXXXXXXXXX

Cancel

Search | Browse

Search students by name or id

SELECTED STUDENT (1)

Test Student-Test ⊗

Cancel | Select

o. Close configuration window to return to the report

Test Student-Test | Student Count 1 | Term 2023-2024 ⌄

+ Create New Cohort

Return To Settings
×

p. Click on Report Type to change what information is being displayed (using the line graph is helpful to show growth between assessments)

q. To compare student to state-wide data (all MOST students in New Mexico), follow the same process to configure cohort, but this time add the "Global" cohort
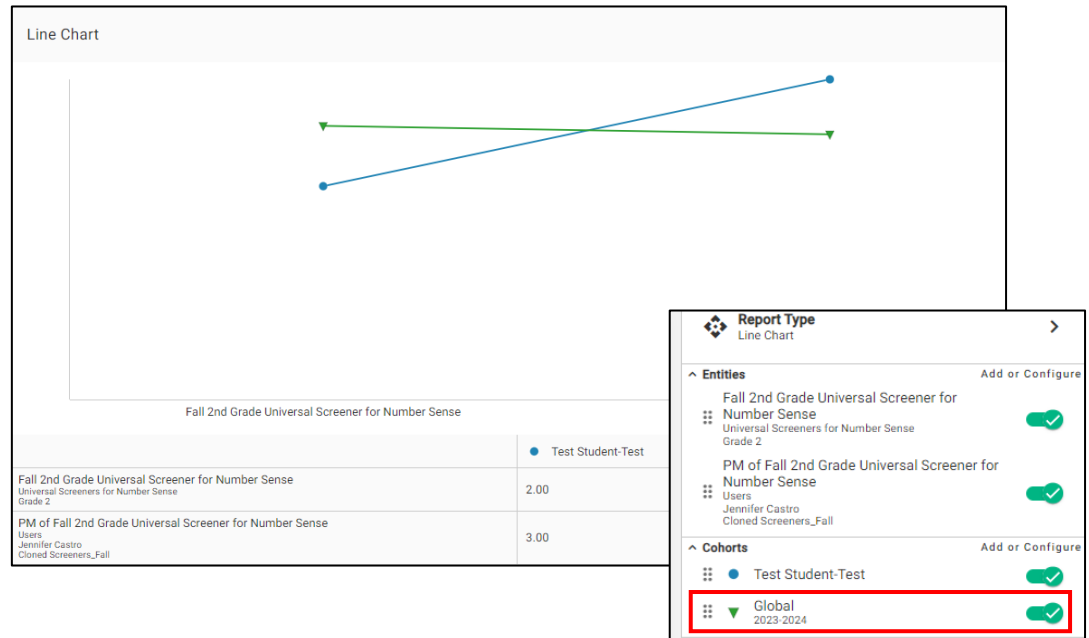

r. To save this report click Save and follow process to select where you'd like it to be saved (it's helpful to use the Student's Name when naming your report)
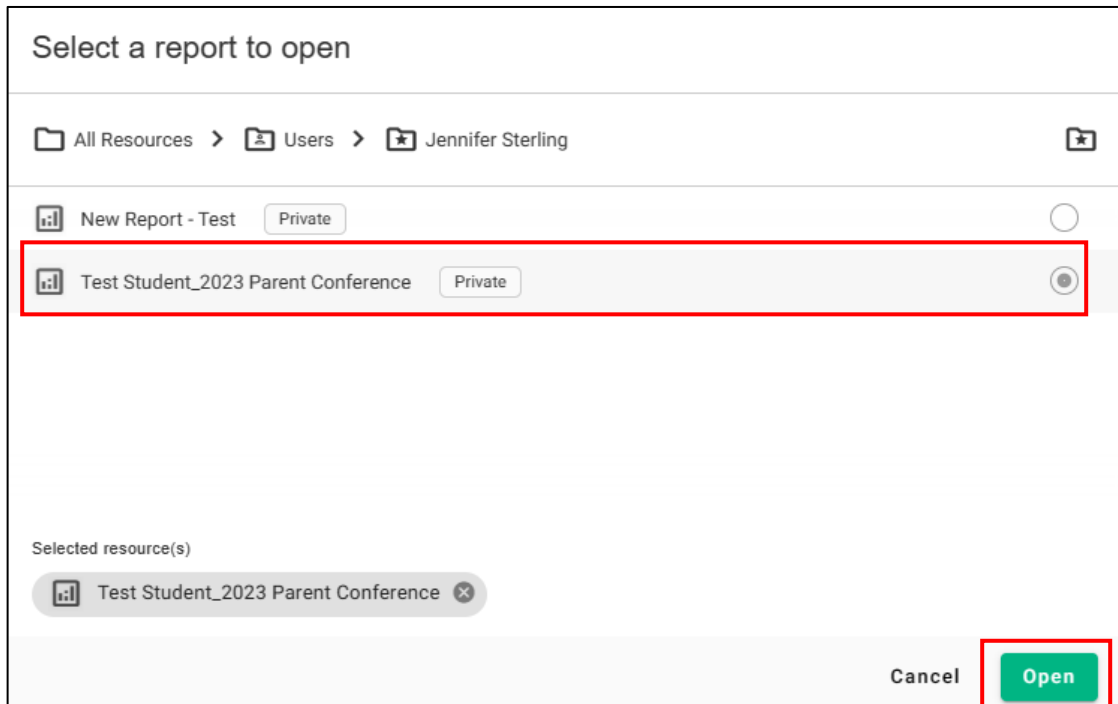
4. Open a Saved Report

G) Open a Saved Report
   a. Click on the Reports tab
   b. Click on the button to Open Saved Report
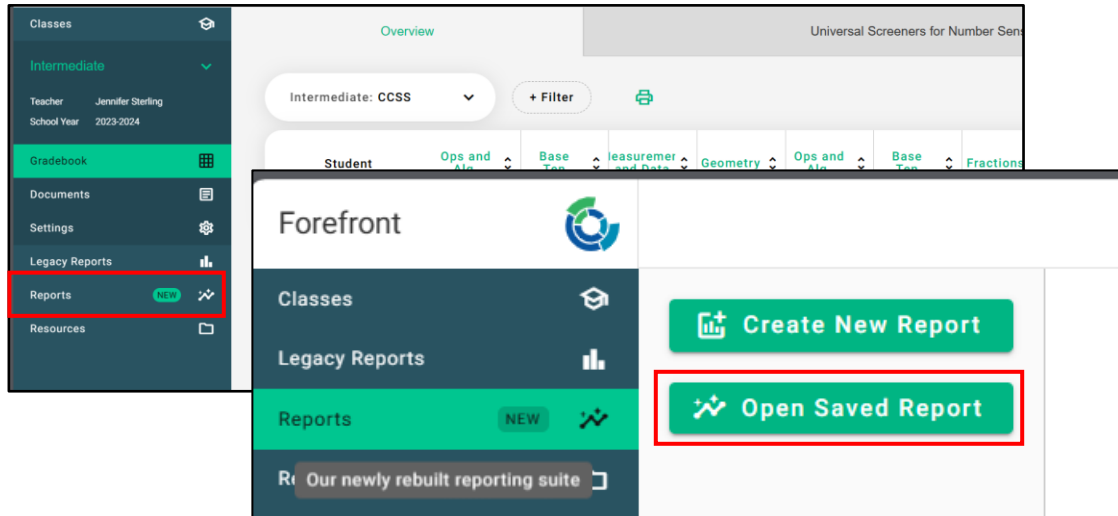
   c. Select appropriate report and click Open

Class-level Data

Forefront® has created a helpful document outlining how to view class-level data which is available here: How to Look at Class-Level Data - Forefront Education

Other helpful documents produced by Forefront® are always available at their online support center here: Knowledge Base Archive - Forefront Education